



TENDER NOTICE

Bids are hereby invited from suitably experienced Service Providers for the project stated below:

| BID NO | DESCRIPTION | ADVERTISED DATE | CLOSING DATE |
|----------------|--|-----------------------|--------------------------------|
| ELM/4/04/2024T | APPOINTMENT PANEL OF AN ACCREDITED SERVICES PROVIDER FOR THE PROVISION OF LEGAL SERVICES FOR A PERIOD OF THREE (3) YEARS FOR EMALAHLENI LOCAL MUNICIPALITY | MONDAY, 15 APRIL 2024 | WEDNESDAY, 15 MAY 2024 @ 12H00 |

Bid documents will be available from the **Monday, 15 April 2024** on the Emalahleni Local Municipality Municipal Website: www.emalahlenilm.gov.za and **E-TENDER PORTAL**.

Project enquiries shall be directed to **Mrs. N Sehoshhe 064 5533432 / sehoshen@emalahlenilm.gov.za** during normal office hours (08h00-16h30) and all bidding enquiries shall be directed to **Mr. N Stemela on 078 112 8036/ at stemelan@emalahlenilm.gov.za** during normal office hours (08h00-16h30).

Completed bids and supporting documentation, placed in a sealed envelope clearly written on the outside as per the bid document, must be dropped in the marked bid box placed at the reception of the Emalahleni Local Municipality offices at 37 Indwe Road in Lady Frere not later than **12h00 pm on the dates as mentioned above**, all the received bids will be opened in public

BIDS WILL BE EVALUATED ON THE BASIS OF RESPOSIVENESS FIRST THEN FUNCTIONALITY AND ONLY RESPONSIVE BIDS WILL BE EVALUATED ON PRICE AND SPECIFIC GOALS AT 80/20 POINTS BASIS AS INDICATED FROM THE BELOW TABLE.

| EVALUATION CRITERIA | POINTS ALLOCATION |
|---------------------|-------------------|
| Pricing | 80 |
| Specific Goals | 20 |
| TOTAL | 100 |

FUNCTIONALITY: 100 points, Minimum qualifying points will be 70 for further evaluation

CRITERIA FOR EVALUATING FUNCTIONALITY

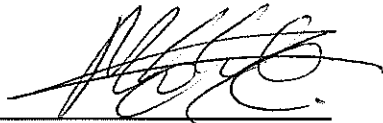
| ITEM NO. | EVALUATION CRITERIA | DESCRIPTION | Maximum Points |
|----------|---|---|----------------|
| | EXPERTISE | <p>Expertise — Minimum 5 years' experience in legal practice and/or as a legal professional with a.</p> <p>1. Lead Attorney (10 points)</p> <p>2. Key supporting staff (10 points)</p> | 40 |
| | | <p>Qualification: (10 points) Qualifications LLB degree and any other related law qualification Registration with the Legal Practice Council, copy of the admission certificate and/ or company registration documents,</p> <p>Fidelity Fund Certificate (5 points) Letter of good standing (5 points)</p> | |
| | ADMINISTRATIVE AND CONSTITUTIONAL LAW | <p>Experience — Minimum of 2 Municipal Clients</p> <p>Appointment letters and letters of reference from either the current or previous municipal clients signed by the Accounting Officer. (20 points)</p> | 20 |
| | PROPERTY LAW, CONVEYANCING AND NOTARIAL REGISTRATION | <p>Experience — Minimum of 2 Municipal Clients</p> <p>Appointment letters and letters of reference from either the current or previous municipal clients signed by the Accounting Officer. (20 points)</p> | 20 |
| | LABOUR AND MUNICIPAL LAW | <p>Experience — Minimum of 2 Municipal Clients</p> <p>Appointment letters and letters of reference from either the current or previous municipal clients signed by the Accounting Officer. (20 points)</p> | 20 |
| | TOTAL | | 100 |

SPECIFIC GOALS

| CATEGORY | VERIFICATION METHOD | Weighting |
|-----------------------|---|-----------|
| Women ownership ≥ 50% | ID copies of Directors, company registration, CSD report and shareholder certificates | 10 |
| Youth ownership ≥ 50% | ID copies of Directors, company registration, CSD report and shareholder certificates | 10 |
| TOTAL POINTS | | 20 |

BIDDERS SHALL TAKE NOTE OF THE FOLLOWING:

- Bidders will be adjudicated in accordance with the Municipality Supply Chain Management Policy and the Specific Goal Preferential Procurement will be based on the 80/20 points system.
- The Validity period is **120** days from the closing date of bids.
- Submit a company registration certificate (C.K document).
- Bidders must submit a Tax Compliance status document with Pin issued by South African Revenue Services (SARS).
- Submit all director's certified ID copies as reflecting on the company registration document.
- Submit proof registration of **Full Central Supplier Database**.
- All municipal rates and taxes of the supplier must be paid where the business has its head or regional office. Latest billing clearance certificate or account statement not older than 3 months must be submitted with the bid, or if the property is being leased then lease agreement must be attached, failure to do so will result in the bid being disqualified.
- Fully Completed Tender Forms and all returnable **MBDs** –Part of the tender document. Return all returnable documents to the employer after completing them entirely by writing legibly in non – erasable ink.
- Only the original tender document will be accepted.
- All certified documents must not be older than three (03) months.
- All other pre-requisites as detailed in the bid documents shall apply.
- Failure to complete all the supplementary information will result in bidder being deemed non-responsive.
- Late, telegraphic, facsimile, incomplete or unsigned bids will not be considered.
- Emalahleni Local Municipality does not bind itself to accept the lowest or any bid and reserves the right not to accept the whole or any part of the bid.



MR. M Lehlehla
Acting Municipal Manager